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September 2, 2008

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
for Director and Health Officer

SUBJECT: **SOLE SOURCE AGREEMENTS FOR DRIVING UNDER THE
INFLUENCE AND ALCOHOL AND DRUG SERVICES AGREEMENTS**

This is to provide you with advance notification of our plans to seek Board approval to transfer the duties and responsibilities of four Driving Under the Influence (DUI) Program Services and four Alcohol and Drug Services Agreements from Charles R. Drew University of Medicine and Science (CRDUMS) to SHIELDS For Families, Inc. (SFF) on a sole source basis.

The Department of Public Health Alcohol and Drug Program Administration (ADPA) currently contracts with CRDUMS for the provision of First Offender, 18-month Multiple Offender, and 30-month Multiple Offender DUI services. These services include different levels of drug and alcohol education, counseling, monitoring and community service that DUI offenders must complete. These programs are not funded by the County; services are 100 percent offset by fees collected from the participants.

In addition, ADPA currently contracts with CRDUMS for the provision of nonresidential services to the general population, CalWORKs and General Relief (GR) participants, and those eligible to attend the Proposition 36 program. CRDUMS' community-based programs are funded with Federal Block Grant, Intrafund Transfer Funds from the Department of Public Social Services, and Special Revenue funds. The total contract funding for services to the general population is \$375,565; \$54,530 for GR, \$17,735 for CalWORKs; and \$78,815 for Proposition 36 services, for a total contract funding of \$526,645. DPH plans to transfer these programs, along with the DUI programs mentioned above, to SFF.

On July 1, 2008, CRDUMS provided ADPA with written notice it no longer wanted to provide DUI and alcohol and drug services, and requested to terminate its contracts. ADPA requested CRDUMS to extend service provision through September 30, 2008, allowing more time to explore contract options given the short notice. On August 15, 2008, CRDUMS and SFF entered into Memorandum of Understanding to transfer CRDUMS' programs and program employees from the umbrella of CRDUMS to SFF. CRDUMS has a long history of providing services in the same community location (Second District, Service Planning Area 6), and is a community resource for those in need of substance abuse services. ADPA's priority is to ensure continuity of services to the CRDUMS clients and the community.

SFF was selected over other providers to assume CRDUMS' contractual duties and responsibilities because of its willingness to (1) continue providing all the services currently provided by CRDUMS at the same locations; and (2) offer employment to 33 people currently employed by CRDUMS to provide program services. SFF will also assume the lease agreements for CRDUMS' existing service delivery sites, thereby ensuring no apparent change in program services for clients and the community.

Sole source contracts with SFF are also needed because quick action is required to ensure services are transferred to SFF before CRDUMS terminates its services on September 30, 2008. As such, there is inadequate time to conduct a Request for Proposals process. SFF is a current DPH-Alcohol and Drug Program Administration (ADPA) contractor in good standing. It is committed to maintaining the CRDUMS programs' administrative and programmatic components intact. SFF is currently providing services for CalWORKS, Drug Court, Perinatal Day Care Habilitative, Perinatal Outpatient Drug Free, Perinatal Case Management, Perinatal Satellite Housing Center and Proposition 36 programs for ADPA.

If you have any questions or need additional information, please let me know.

JEF:dhd

c: Chief Executive Office
Executive Officer, Board of Supervisors
County Counsel